



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

| FOR AGENCY USE   |   | FOR RECORDS MANAGEMENT USE   |                                  |
|--|---|--|----------------------------------|
| Application Date<br>5/4/83   | 1. Agency Address<br>Georgia Ports Authority<br>Trade Development - Marketing Services<br>Post Office Box 2406<br>Savannah, Georgia 31402 | Application Number<br>83-833   |                                  |
| Application Number<br>104  |   | Date Received<br>MAY 23 1983   | Date Completed<br>JUN 7 1983     |
| 2. Person to Contact<br>Becky L. Collins   |   | Working Title<br>Executive Secretary   | Telephone Number<br>912-964-3887 |
| 3. Action Requested<br>a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.<br>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.<br>c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void  |   |  |                                  |
| 4. Dates of Series<br>Earliest<br>1978   |   | 5. Records Series Title (followed by title used in office, if different)<br>Associations & Conferences - Reference File  |                                  |
| 5. Division and Office Function<br>What is the function of the Division and the Office in which this record series is created?<br><br>The Marketing Services Department of the Trade Development Division is involved with trade research, development and sales functions of the Authority including marketing analyses. Assists the Director of Trade Development in the development and coordination of sales plans from marketing analyses and leads submitted by the sales force. |   |  |                                  |
| 7. Record Series Description<br>Documents relating to:<br><br>Included are:  |   | This file contains the following documents (include form numbers and titles, if any):<br>Attach samples of the file.<br><br>Non-active port-related associations and conferences.<br><br>Correspondence and literature relating to specific associations and conferences as reference. |                                  |
| File is arranged: Alphabetically by name of association and/or conference  |   |  |                                  |
| 8. Monthly Reference Rate<br>One to six months old <u>1</u> ;<br>seven to twelve months old <u>1</u> ;<br>thirteen to twenty-four months old <u>1-2</u> ;<br>twenty-five months and older <u>3 +</u> ?   |   | How often are records referred to which are:   |                                  |
| 9. Annual Rate of Accumulation of Records<br>Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____   |   |  |                                  |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column)  |
|-----|----|--|
| X   |    | a. Is this the official copy of the series?<br>If not, where is it?  |
|     | X  | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.                                     |
|     | X  | c. Is this a vital record?   |
| X   |    | d. Does this series have historical or long term research value?   |
|     | X  | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
|     | X  | f. Is the information contained in this series ever published? If yes, attach copy.  |
|     | X  | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?<br>If yes, attach copy.                         |
|     | X  | h. Is there a duplication of this series in your office, or in another office or agency?<br>If yes, where?   |
|     | X  | i. Is this series (or a major portion of it) regularly microfilmed?  |
|     | X  | j. Does the record series result in a computer printout?   |

#### 11. Retention Requirements

The following requires the series to be kept:

|                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 9 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Research material for future association needs and conferences.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) <sup>2</sup> \_\_\_\_\_ year(s); then
- ☒ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature)   | Date                        | Records Management Officer (Signature) | Date   |
|--|-----------------------------|--|--------|
| <i>C. S. H. 4</i>  | 5/11/83                     | <i>C. H. H. 4</i>                      | 5-4-83 |
| State Records Committee (Signature) _____ Date _____   |                             |  |        |
| Recommendations in paragraph 12 are approved.<br>(If disapproved, attach letter of explanation.) | State Auditor/Designee      | <i>[Signature]</i>                     | 6-6-83 |
|  | Secretary of State/Designee | <i>[Signature]</i>                     | 6/1/83 |
|  | Attorney General/Designee   | <i>[Signature]</i>                     | 6-4-83 |